



# Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

*'Working together as one to Preserve, Promote and Protect our Sche Lang en'*

## **JOB ANNOUNCEMENT**

**JOB TITLE:** Home Base Parent Educator  
Early Head Start (EHS)

**OPEN:** July 12, 2021

**EXEMPT:** No

**SALARY:** \$15.00 per grant

**SHIFT:** Day

**LOCATION:** Early Learning Center

**DURATION:** Regular Full-Time

**\*\*Grant Funded 08/31/2025\*\***

**CLOSES:** July 26, 2021

**JOB CODE:**

**DIVISION:** Education

**DEPARTMENT:** Early Learning

**SUPERVISOR:** Home Base Supervisor

**VACANCIES:** 1

**JOB SUMMARY:** Under the supervision of the Home Base Supervisor, the Home Base Teacher provides child development services, social services, health services and parent involvement services to families including home visits, socializations, advocacy, and crisis intervention in accordance with federal, state and program guidelines. The Home Base Parent Educator is also responsible for providing leadership and support to families in delivering prenatal education and home base services as defined by Head Start Performance Standards. Services include planning safe, developmentally appropriate experiences for infants and toddlers in a home setting that is appropriate to the needs of each family. The Home Base Parent Educator develops and implements partnerships with Early Head Start families, including Family Resource Development Plans. This position is contingent on continuing grant funding.

**ESSENTIAL JOB DUTIES AND RESPONSIBILITIES** include the following, and other related duties as assigned.

1. Provide child development, parent education and family support on home visits to families of infants and toddlers and expectant mothers.
2. Conduct a 90 minute Home Visit with each family weekly.
3. Plan for and facilitate parent-child interaction groups and parent support groups.
4. Provide developmentally appropriate curriculum and a caring, nurturing, and soothing environment for infant and toddlers.
5. Develop a partnership with parents and an individual development plan for each child.
6. Develop Family Resource Development Plans with each family and support families in achieving their goals.
7. Responsible for case management, regular case reviews of files and cases assigned. Complete home visits, case recording and other responsibilities in case management. Establish and maintain a current and accurate record keeping system in Child Plus and filing system, within confidentiality guidelines. Ensure all child/family files are up to date and accurate weekly. Complete data entry and ensure data entry for all enrolled families.
8. Coordinate successful completion of recruitment and screening/assessment of eligible children and their families.

9. Implement goals, policies, procedures, and activities designed to provide the full range of child development and family support services in compliance with Head Start Performance Standards, including assisting families with obtaining health services and health and other child/family data retrieval, as part of ongoing case management.
10. Design and implement a formal system of follow-up with families on referrals to community agencies, to assure the satisfactory provision of services.
11. Work with EHS Health Coordinator and Birth-to-Three staff to provide developmentally appropriate Early Intervention services. Participate in IFSP staffing as required.
12. Coordinate and develop linkages between other family support services agencies to provide better service delivery to EHS families. Serve as an advocate for Head Start families within the community. Train and support EHS parent to advocate for themselves and their families.
13. Complete monthly reports that identify progress in meeting program goals and service delivery data. Participate in staff and regular case management meetings.
14. Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner. Participate with a positive attitude and behavior in all program activities.
15. Continue professional growth by participating in classes, training programs, workshops/conferences, as the budget allows.

#### **MINIMUM QUALIFICATIONS**

- High School Diploma or GED
- AA/BA/BS Degree in Early Childhood Education **OR** BA/BS in a related field with coursework or training in infant and toddler development *preferred*
- Data entry speed of 40 words a minute
- Must possess a valid Washington State Drivers license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies

#### **KNOWLEDGE, ABILITIES AND SKILLS:**

- Good writing and record keeping skills
- Knowledge of community resources
- Report to work at scheduled times and maintain good attendance. Perform all duties in a timely and professional manner.
- Computer experience using Word, Excel, Power Point, and Internet/Intranet.
- Participate with a positive attitude and behavior in all program activities.
- Continue professional growth by participating in classes, program training, workshops, and conferences.
- Ability to work independently as well as with a team.
- Patient, able to resolve conflicts, gentle, loving, kind, creative and resourceful.
- Must be able to work in client's home environment, classroom environment, and office environment.

#### **REQUIREMENTS:**

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol Free Workplace Policy.
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.
- Upon employment obtain First Aid certification, CPR certification, and Food Handlers Card.
- Pass a physical every two years. TB test every two years. Hepatitis B recommended.

- Position is grant funded that will end on **September 31, 2025**. If additional funding is received this position will need to be reviewed for grading purposes

**TO APPLY:**

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail [libchr@lummi-nsn.gov](mailto:libchr@lummi-nsn.gov) For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.